

Board of Selectmen
Regular Meeting

February 7, 2017
4:30 P.M. Town Hall

Present: Bruce Adams, Jeff Parkin and Mike VanValkenburg.

Also present: Tegan Baker, Brian Clendenin, Debbie Devaux, Lesly Ferris, Jan Gadiel, Peter Gadiel, Mike Gawel, Donna Hayes, Peter Jensen, Rick Osborne, Elyse Sadler, John Worthington and Lynn Worthington.

Mr. Adams called the meeting to order at 4:30 p.m.

Approval of Minutes:

Mr. Adams made a motion to approve the minutes of the January 3, 2017 Regular BOS Meeting, as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Mr. Adams made a motion to approve the minutes of the January 9 and January 23, 2017 Special BOS Meetings, as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Public Communication

Oral: None.

Written: Mr. Adams stated there are five written correspondences (attached):

- February 1, 2017 e-mail from Matt Starr regarding recycling.
 - Mr. Adams stated that he scheduled a meeting with HERRA to discuss the town recycling
- February 3, 2017 Staff Report from Donna Hayes
- January 30, 2017 Senior Activities memo from Lesly Ferris.
- January 20, 2017 Connecticut Recreational Trails Program Grant memo from Lesly Ferris.
- January 13, 2017 memo from Lesly Ferris regarding cell phone stipend.
 - Mr. Adams requested supporting documentation to be presented during the budget meetings.

Report of First Selectman:

Mr. Adams reported on some things he did in the month of January:

- Three pistol permit interviews
- Spent weekend time at Transfer Station
- E-waste pick-up
- Meeting on Carter Road Bridge
- Water meeting in Brookfield
- COST in Rocky Hill
- Met with new KML co-presidents
- Met to discuss smoke detectors for seniors and needy
- COG Legislative Breakfast in Winsted
- Took the Kent Town Crew to lunch
- Walked Main Street with DOT concerning signage

RECEIVED FOR RECORD
KENT TOWN CLERK

2017 FEB 10 A 10:24

BY

TOWN CLERK

Meetings covered by the BOS – Group or individual

- BOS – 1/3, 1/9 Full BOS
- Safety Committee - Bruce
- COG Monthly meeting – Bruce
- Streetscape Committee – Bruce
- Restroom Committee – Bruce and Mike

Police Report – Phone at Town Hall is 860-927-3134. E-mail is

residenttrooper@townofkentct.org

Trooper Fisher continues to do an exemplary job. He is proactive and really getting to know the town.

Report of Selectmen:

Mr. VanValkenburg stated that he was asked by a resident if the town has ever looked into composting. Mr. Adams stated that he would inquire with HRRA at the meeting scheduled on Monday, February 13, 2017.

Mr. Parkin had nothing to report.

Report of Treasurer:

Mrs. Herbst did not attend the meeting.

Tax Refunds:

Mr. Adams made a motion to approve the following tax refunds:

Barbara Howland-Morton	\$ 5.20
Joseph A. Sario	\$15.21
Howard Kallstrom	\$11.13
Priscilla Croft Valdes	\$ 7.12
Victoria Hamilton	\$30.00

Mr. Parkin seconded the motion and the motion carried.

Employee(s) report(s) on Seminar/workshops:

Mr. Adams stated that he attended a COST (Connecticut Council of Small Towns) Meeting on Wednesday, January 11, 2017. He stated that the governor was there and spoke about the State's over whelming debt.

2017/2018 Operating Budget:

The Board of Selectmen agreed to schedule "Budget Meetings" on the following dates:

- Thursday, February 9, 2017 at 1:00 p.m.
- Tuesday, February 14, 2017 at 1:00 p.m.
- Friday, February 24, 2017 at 10:00 a.m.

Templeton Project – drainage:

John Worthington spoke on behalf of Templeton Farms. He advised the Board of Selectmen that Templeton Farms is repaving the parking lot and will be upgrading the

drainage. When the drainage is upgraded, there will be additional water from in front of the barn area entering the system through a Town catch basin. Mr. Worthington added that the proposed project has gone before the Inland Wetland Commission. The IWC has not taken any action. Mr. Parkin made the following motion:

The Board of Selectmen has no objections to the proposed drainage plan at Templeton Farms, as submitted.

Mr. VanValkenburg seconded the motion and the motion carried.

2016 KVFD Tax Abatement list:

The Tax Collector's office will not be sending a letter to the volunteers this year. Mr. Adams made a motion to accept the 2016 Tax Abatement list from the Kent Volunteer Fire Department, accepted by the KVFD on January 23, 2017. Mr. VanValkenburg seconded the motion. Mr. Parkin asked if the ordinance needs to be revisited. After some discussion, Mr. Adams stated that the "lifetime" benefit might be looked into. Mr. VanValkenburg noted that his address is incorrect on the list; it should be 140 Kent Cornwall Road. Mr. Adams called the vote and the vote passed unanimously.

Land Use Clerk:

Donna Hayes, Land Use Administrator, submitted a written recommendation for the Land Use Clerk position. Mr. Adams made a motion to hire Richelle Hodza as the Land Use Clerk, effective as soon as possible, at the starting rate of \$17 per hour. Mr. VanValkenburg seconded the motion and the motion carried.

Certified Resolution and Incumbency Certification:

Mr. Adams made the following motion:

"Certified Resolution"

Be it resolved that it is in the best interest of the Town of Kent to enter into contracts with the Department of Energy and Environmental Protection.

In furtherance of this resolution First selectman Bruce Adams is duly authorized to enter into and sign said contracts on behalf of the Town of Kent.

Bruce Adams currently holds the title of First Selectman and has held that office since November 2009. The First Selectman is further authorized to provide such additional information and execute such other documents as may be required by the local, state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto.

I, Darlene Brady, the clerk of the Town of Kent, do hereby certify this to be a true copy of the resolution duly adopted at the Board of Selectmen meeting on _____, and that it has not been rescinded, amended or altered in any way, and that it remains in full force and in effect.

And

INCUMBENCY CERTIFICATION

I, Darlene Brady of the Town of Kent, DO HEREBY certified that as of _____, Bruce K. Adams holds the office of the First Selectman and has held that office since November 2009.

I, further certify the attached to be a true copy of the resolution duly adopted at the Kent Board of Selectmen, and that it has not been rescinded, amended or altered in any way, and that it remains in full force and in effect.

Mr. VanValkenburg seconded the motion. Mr. Parkin asked what the grant was for and what "strings" are attached to the grant. Mr. Adams stated that the Conservation Commission applied for a grant to purchase new recycling bins in the amount of \$2,700, and there are no "strings" attached. Mr. Adams added that the treasurer is aware of the grant. Mr. Adams called for the vote and the motion passed unanimously.

Five-Year Capital Plan:

Mr. Adams presented the Five-Year Capital Plan to the Board of Finance and at the Annual Town Meeting. The Board of Education made the following change after the Board of Finance accepted the Five-Year Capital.

- Currently - FY 2022 \$563,463
- Changed - FY 2022 \$399,000 and FY 2023 \$399,000

Mr. VanValkenburg made a motion that the proposed project should be split into three equal installments over three years: 2022, 2023 and 2024. Mr. Adams seconded the motion and the motion carried. Mr. Parkin questioned the relationship between the Board of Selectmen and the Board of Education and the ability of the Board of Selectmen to make changes to Board of Education requests. Mr. Adams agreed to look into the issue.

Public Restrooms:

Mr. Adams stated that the building will be up and running by spring. He added that there is currently \$26,000 remaining from the grant. The sub-committee will meet to put together an RFP for landscaping.

Electric Car Charging Station:

Mr. Adams received a quote from John Gleason in the amount of \$500 to move the charging station from Town hall to the Public Restrooms.

The Board of Selectmen agreed that they are not in favor of spending the proposed \$4,000 to retrofit the current electric car charging station to allow the Town to charge for usage. No action taken.

Carter Road Bridge:

Mr. Adams reported that work has restarted and the road should be opened in approximately three months.

Streetscape:

Mr. Adams reported that the Town has received a letter awarding the \$500,000 but has not received a contract to date.

Policy and Procedure Manual:

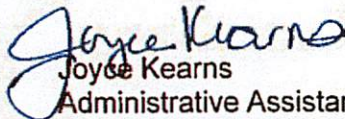
Mr. Adams stated that Mr. Parkin reformatted the Policy and Procedure Manual; he did not change the content or substance and added a table of contents. He also provided two handouts that could be inserted into the Policy and Procedure Manual. The two handouts were distributed to all department heads for review. There was some concern with the wording of the E-verify Policy. Mr. Parkin agreed to review the language and incorporate the recommendations. Lesly Ferris agreed to provide a reworded version of the policy for consideration. There was also discussion about some of the wording in the "Departments" handout. The Board of Selectmen has not made a decision on mid-year salary increases at this time. There was a brief discussion regarding "Department Heads" when there is a "commission/board". No action taken.

Emergency Shelter:

Nothing new to report.

Mr. Adams reported that the Grand List is up by .82%. He will forward copies to the other selectmen.

Mr. VanValkenburg made a motion to adjourn the meeting at 5:55 p.m. Mr. Adams seconded the motion and the motion carried.


Joyce Kearns
Administrative Assistant

These are draft minutes and the Board of Selectmen at the subsequent meeting may make corrections. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.

**AGENDA
REVISED**

**BOARD OF SELECTMEN
REGULAR MEETING**

**FEBRUARY 7, 2017
4:30 P.M. TOWN HALL**

Regular Monthly Meeting

1. Call to order
2. Pledge of Allegiance
3. Add to agenda/approve agenda
4. Approval of Minutes
 - a January 3, 2017 Regular Meeting
 - b January 9, 2017 Special Meeting
 - b January 23, 2017 Special Meeting
5. Public Communication
 - a Oral
 - b Written
6. Report of First Selectman
7. Report of Selectmen
8. Report of Treasurer
9. Tax Refunds
10. Employee(s) report(s) on Seminar/workshops
11. New Business
 - a 2017/2018 Operating Budget
 - b Templeton Project - drainage
 - c 2016 KVFD Tax Abatement list
 - d Land Use Clerk
 - e Certified Resolution and Incumbency Certification
12. Old Business
 - a Five-Year Capital Plan
 - b Public Restrooms
 - c Electric Car Charging Station
 - d Carter Road Bridge
 - e Streetscape
 - f Policy and Procedure Manual
 - g Emergency Shelter
13. Adjourn



Joyce Kearns <adminassist@townofkentct.org>

Fwd: February newsletter from the Town of Kent.

1 message

Mathew Starr <mstarr03@snet.net>

Wed, Feb 1, 2017 at 9:38 AM

To: Board of Selectmen Town of Kent <selectmen@townofkentct.org>

Dear board if Selectman,

I read the section on transfer station recycling and Kents poor performance.

I would be happy to take a look at the recycling reports and make some recommendations on how the town can make improvements to meet the recycling goal.

While I am no longer in the solid waste and recycling field I have 30+ years of experience implementing and improving recycling programs.

Matt Starr

Sent from Matts iPhone

Begin forwarded message:

From: Kent Board of Selectmen <firstselectman@townofkentct.org>

Date: February 1, 2017 at 08:02:26 EST

To: mstarr03@snet.net

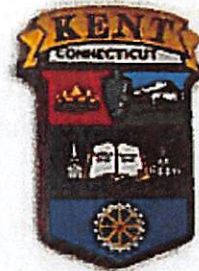
Subject: February newsletter from the Town of Kent.

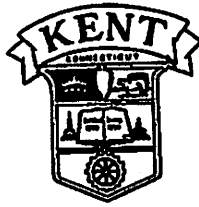
Reply-To: firstselectman@townofkentct.org



News from the Town of Kent

Happy Valentines Day





TOWN OF KENT LAND USE OFFICE

STAFF REPORT

DATE: February 3, 2017

FROM: Donna Hayes, CZEO

A handwritten signature in black ink, appearing to read "Donna Hayes".

Two interviews were held for the Land Use Clerk position. A decision has been made and a request to hire was submitted to the Board for discussion at the meeting of February 7, 2017.

Building Department:

- Permits Issued: 41 (January)
- Total Construction value: \$1,323,789 (January)

Planning & Zoning:

- Permits Issued: 6 (January)
- Certificates of Compliance Issued: 0 (January)
- Applications before the Commission:
 - Kent Affordable Housing – modification to special permit for the construction of 3 attached townhouses on Maple Street Extension
 - Accessory dwelling unit/poolhouse on Howland Rd.
 - Pre-application discussion on the renovation of the Hatch House at the Center for Innovation.

Inland Wetlands:

- Issued: 1
 - Demolition of original farmhouse and reconstruction of new. Due to the Demolition Delay Ordinance, meetings are ongoing about whether or not the original farmhouse can be saved.
- Pending:
 - Bridge over Bog Hollow Brook WITHDRAWN by property owner.
 - Repaving of Kent Housing for the Elderly parking lot and installation of 4 catch basins and associated piping.
- Exemptions:
 - None

Zoning Board of Appeals:

- Pending:
 - None
- Approved:
 - None

Architectural Review Board:

- Pending:
 - A modification to the roofline of the Morrison Gallery will be heard at 5:30 on 2/7.
 - A new sign at The Village Herbalist will be heard at 5:30 on 2/7.
- Approved:

UPDATE ON CONTINUING PROJECTS:

- Rewrite of the Regulations:
 - The comparison between the suggested changes from Atty. Zizka and those actually incorporated by Mr. Chalder were discussed at a special December meeting. It was requested by the Commission that Ms. Hayes determine which changes required Commission discussion. Another special meeting will be scheduled.
- Incentive Housing Zone Subcommittee Study:
 - The Incentive Housing Zone Subcommittee presented the final report to the P&Z Commission on November 10. It was accepted. The next decision will be to decide whether or not P&Z wants to include the new regulation into the current rewrite or wait and add it at a later date. The Subcommittee was not disbanded.

VIOLATIONS:

- Legal Issues:
 - Mauri v Town of Kent ZBA – A decision was made in the favor of the Town. Mr. Mauri's attorney has filed for a Petition for Certification to appeal to the Appellate Court. Attorney Zizka anticipates not getting a decision until early next year. In the meantime, tents are still being put up without permits and events are being held in violation of the Cease and Desist Order. Total legal fees as of the end of November: \$45,965.30.
- Notice of Violations:
 - Signage at Bulls Bridge Country Store: some signs were removed, but more still need to come down. Another letter will be sent.
 - A shed and two LP tanks were installed in the Village Center – Commercial district without a permit. A request for voluntary compliance was sent. I am waiting for a request for variance through the Zoning Board of Appeals.

SPECIAL MEETINGS:

- None

Kent Park and Recreation

Lesly Ferris, Director

P.O. Box 678

41 Kent Green Boulevard

Kent, CT 06757-0678

Telephone 860-927-1003

Fax 860-927-1313

parkandrec@townofkentct.org

www.kentCtparkandrecreation.com

To: Board of Selectmen

From: Lesly Ferris



Date: Jan. 30, 2017

Re: Senior Center activities

The following special activities took place during January 2017 at the Kent Senior Center:

4: New Year's Luncheon

5, 12, 19, 26: Senior Art Group

9: Adult Coloring Program

Also, long-time Senior Nutrition Site volunteer Carol Valentine has "retired" from her duties at the site, and I am looking for a replacement. Thank you, Carol, for 10 years of service to the meal program.

Thank you.

Kent Park and Recreation

Lesly Ferris, Director

P.O. Box 678

41 Kent Green Boulevard

Kent, CT 06757-0678

Telephone 860-927-1003

Fax 860-927-1313

parkandrec@townofkentct.org

www.kentctparkandrecreation.com

To: Board of Selectmen

From: Lesly Ferris



Date: Jan. 20, 2017

Re: Connecticut Recreation Trails Program Grant notification

Attached please find copy of letter received today regarding the status of Kent Park and Recreation's application for a Connecticut Recreational Trails Program. The application has been placed on the waiting list for future funding.

Thank you.

cc: Barbara Herbst



79 Elm Street • Hartford, CT 06106-5127

www.ct.gov/deep

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Town of Kent Park & Recreation
Via email: parkandrec@townofkentct.org

Date Sent January 19, 2017

Subject: Connecticut Recreational Trails Program FY 2016-17 Grant Round
Waiting List Notification

Dear Lesly:

Thank you for taking the time to submit your request for funding in the amount of \$2,060.00 to support your proposal entitled "Emery Park Trail #2". As you may recall, last year, The CT Greenways Council (CGC) (Per CGS Section 23-103 as amended by Public Act No. 15-190) assisted DEEP with the distribution of 7 million dollars of which, \$400,000.00 remained unobligated. In addition, it was anticipated that 5 million dollars would be available for this year's grant round. Unfortunately, those funds were deauthorized during the last budget session. Consequently, The CGC and DEEP are left with 9.8 million dollars requested in this grant round and just \$400,000.00 to distribute. Though the CGC was able to fund most of the highly ranked proposals based on the program guidelines, we were not able to fund your proposal and it is unfortunately now on the waiting list for future funding.

The CGC has asked me to inform applicants that it is currently working with trail users statewide to advocate for the restoration of 5 million dollars for the CT Recreational Trails Program in the state budget. Should this initiative succeed, your project may likely be funded, given the amount of funding actually restored. If there are enough funds, we will contact you to begin contract negotiations and potentially, execution. You will not be asked to resubmit a new proposal.

Please feel free to call me with any questions,

Laurie

Laurie Giannotti,
CT Trails & Greenways Program
Department of Energy & Environmental Protection
79 Elm Street, Hartford, CT 06106-5127
Phone: 860-424-3578
Email: laurie.giannotti@ct.gov

To: Board of Selectmen

From: Lesly Ferris



Date: Jan. 13, 2017

Re: Cell phone stipend

Currently the Selectman's administrative assistance, the highway foreman and the Park and Recreation director receive a \$25 monthly stipend toward the cost of their personal cell phones for Town business.

We respectfully request this monthly stipend be increase to \$50 a month, effective July 1, 2017. This stipend has been unchanged in four years.

Thank you for your consideration of this request.



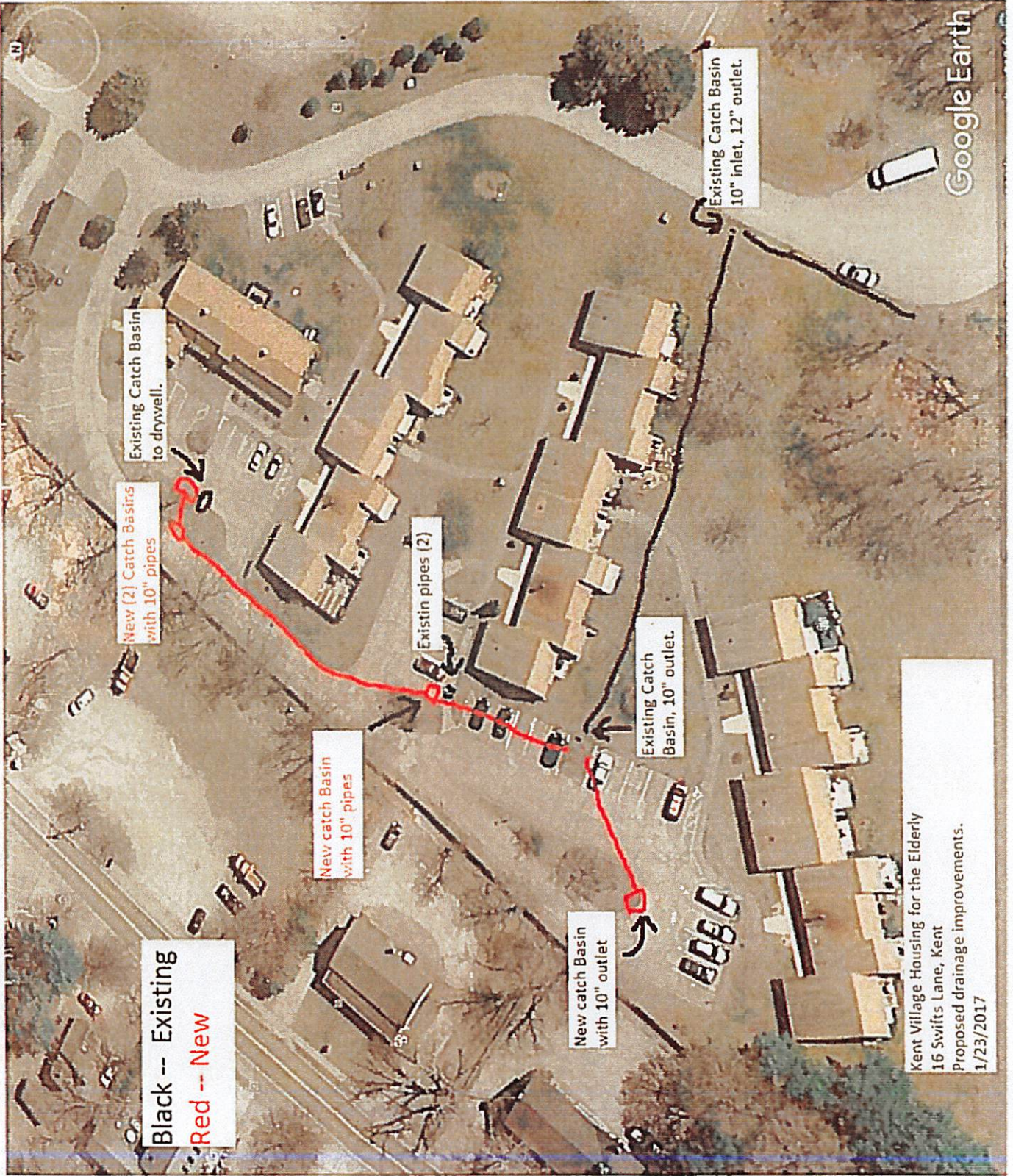


Catch Basin
Parking Lot
near barn
48x117'

Kent Village Housing for the Elderly
16 Swifts Lane, Kent
Existing drainage

Google Earth

© 1991 Imagery date: 4/19/2016 41°43'22.04" N 73°18'37.46" W elev: 386 ft eye alt: 1100 ft



Existing Catch Basin
to drywell.

New (2) Catch Basins
with 10" pipes

Existing Catch Basin
10" inlet, 12" outlet.

Existin pipes (2)

New catch Basin
with 10" pipes

Existing Catch
Basin, 10" outlet.

New catch Basin
with 10" outlet

Black -- Existing
Red -- New

Kent Village Housing for the Elderly
16 Swifts Lane, Kent
Proposed drainage improvements.
1/23/2017

Google Earth

Received 1/30/2017
Dianne Skay, TC

2016 Tax Abatement

For the tax year following the calendar year of 2016, the following members of the Kent Volunteer Fire

First Name	Last Name	Address	City	State	Zip Code	PTS. or YRS.
Dean	Ackerman	67 Cornwall Rd.	Warren	CT	06754	20+ YRS
Robert	Bauer	278 Kent-Cornwall Rd.	Kent	CT	06757	20+ YRS
Anne	Bisenius	19 Highland Heights	Kent	CT	06757	20+ YRS
Joseph	Bisenius	19 Highland Heights	Kent	CT	06757	20+ YRS
William	Blank	56 South Rd.	Kent	CT	06757	20+ YRS
James	Canning	479 Kent-Cornwall Rd	Kent	CT	06757	86
Rodney	Chase	43-C Bridge St.	Kent	CT	06757	20+ YRS
John	Christen	PO Box 971	Kent	CT	06757	163
Leslie	Connery	384 Skiff Mountain Rd.	Kent	CT	06757	20+ YRS
Thomas	Coons	335 Segar Mountain Rd.	Kent	CT	06757	20+ YRS
Rufus	deRham	16 Cobble Rd.	Kent	CT	06757	20+ YRS
Donald	DeVita	261 Kent Rd.	Kent	CT	06757	84
Louie	Dingee	18 Heather Ct.	New Milford	CT	06776	62
Bonnie	Donzella	133 Geer Mnt. Rd	South Kent	CT	06785	404
Jordan	Donzella	133 Geer Mnt. Rd	South Kent	CT	06785	400
Eric	Epstein	P.O. Box 214	Kent	CT	06757	20+ YRS
Alan	Gawel	35 Studio Rd.	Kent	CT	06757	20+ YRS
Joseph	Gawel	42-A Studio Rd.	Kent	CT	06757	20+ YRS
Mary	Gawel	P. O. Box 31	Kent	CT	06757	20+ YRS
Sherman	Green	P.O. Box 763	Kent	CT	06757	332
John	Haskell	Carter Rd.	Kent	CT	06757	20+ YRS
Gary	Hock	126 Spooner Hill Rd	South Kent	CT	06785	245
John	Howland	21 Elizabeth St.	Kent	CT	06757	20+ YRS
Daniel	Kabasakalian	7 Meadow Street	Kent	CT	06757	249
Robert	Lamb	97 Kent-Hollow Rd.	Kent	CT	06757	20+ YRS
Alex	Limbos	39 Kent Rd.	Kent	CT	06757	60
Timothy	Limbos	65 Kent-Cornwall Rd.	Kent	CT	06757	153
Veronica	Limbos	39 Kent Rd.	Kent	CT	06757	138
John	Lindsay	P.O. Box 365	Kent	CT	06757	20+ YRS
Ralph	Matson	53-A Elizabeth St.	Kent	CT	06757	20+ YRS
Edward	Matson III	13 Birch Hill Ct.	Kent	CT	06757	20+ YRS
Cathe	Mazza	P.O. Box 2006	Kent	CT	06757	20+ YRS
Frank	McCann	32 Botsford Rd	Kent	CT	06757	20+ YRS
Kathy	McCann	P.O. Box 772	Kent	CT	06757	20+ YRS
Roger	Peet	9 Kent-Cornwall Rd.	Kent	CT	06757	20+ YRS
Audra	Petrone	48 Dugan Rd.	Kent	CT	06754	136
Michael	Petrone	48 Dugan Rd	Kent	CT	06754	246
Gwen	Price	12 Upper Kent Hollow Rd.	Kent	CT	06757	66
Caralee	Rochovansky	PO Box 766	Kent	CT	06757	20+ YRS
Arthur	Romano	433 Kent-Cornwall Rd.	Kent	CT	06757	20+ YRS
James	Rundall	P. O. Box 592	Kent	CT	06757	20+ YRS
John	Russell	P.O. Box 3001	Kent	CT	06757	304
Timmothy	Sneller	40 Halls Lane	Kent	CT	06757	20+ YRS
Daniel	Soule	23 Fuller Mountain Rd	Kent	CT	06757	20+ YRS
Dwight	Soule	P.O. Box 63	Kent	CT	06757	20+ YRS
Wendall	Soule	P.O. Box 252	Kent	CT	06757	20+ YRS
Ane	Starr	12 Good Hill Estate	Kent	CT	06757	20+ YRS
Matthew	Starr	12 Good Hill Estate	Kent	CT	06757	20+ YRS
Shelley	Stedman	83 Fuller Mountain Rd.	Kent	CT	06757	20+ YRS

Received 1/30/2017
Dorcas Bailey, TC

Alexis	Swagmaker	19 West Woods Rd. #2	Sharon	CT	06069	79
William	Tobin	594 Skiff Mountain Rd.	Kent	CT	06757	20+ YRS
Rebecca	Trautmann	433 Kent-Cornwall Rd.	Kent	CT	06757	81
Edward	Tuz	6 Upper Kent-Hollow Rd	Kent	CT	06757	216
Mary Ann	Van Vaukenburg	141 Kent-Cornwall Rd.	Kent	CT	06757	20+ YRS
John	Worthington	P.O. Box 176	Kent	CT	06757	20+ YRS
Lynn	Worthington	PO Box 176	Kent	CT	06757	20+ YRS

Janice R. Hill 1/23/17



TOWN OF KENT
LAND USE OFFICE

MEMORANDUM

February 2, 2017

To: Board of Selectmen

Fr: Donna M. Hayes, Land Use Administrator

Re: Hiring of Richelle Hodza as Land Use Clerk

On January 26, the Interviewing Subcommittee met with two candidates for the position of Land Use Clerk. As you recall, this position has been open since June of last year.

Of the two candidates, we believe that Richelle Hodza has the experience necessary to fill the position with minimal training. She is currently employed by the Town of Warren in the offices of the Town Clerk, Land Use, Tax Assessor and First Selectman. In addition, she is responsible for the preparation of meeting minutes for Planning & Zoning, Inland Wetlands & Conservation and ZBA.

Our previous Land Use Clerk was making \$19/hour based on the amount of experience she brought to the position. I would like Ms. Hodza's employment offer to be at a salary of \$17/hour with an increase to \$18/hour after 6 months of satisfactory performance. The start date and work schedule will be confirmed once the offer is made.

Thanks.

"Certified Resolution"

Be it resolved that it is in the best interest of the Town of Kent to enter into contracts with the Department of Energy and Environmental Protection.

In furtherance of this resolution First selectman Bruce Adams is duly authorized to enter into and sign said contracts on behalf of the Town of Kent.

Bruce Adams currently holds the title of First Selectman and has held that office since November 2009. The First Selectman is further authorized to provide such additional information and execute such other documents as may be required by the local, state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto.

I, Darlene Brady, the clerk of the Town of Kent, do hereby certify this to be a true copy of the resolution duly adopted at the Board of Selectmen meeting on _____, and that it has not been rescinded, amended or altered in any way, and that it remains in full force and in effect.

Clerk

Date

INCUMBENCY CERTIFICATION

I, Darlene Brady of the Town of Kent, DO HEREBY certified that as of _____, Bruce K. Adams holds the office of the First Selectman and has held that office since November 2009.

I, further certify the attached to be a true copy of the resolution duly adopted at the Kent Board of Selectmen, and that it has not been rescinded, amended or altered in any way, and that it remains in full force and in effect.

IN WITNESS WHEREOF, the undersigned has affixed her signature this _____ day of _____.

Signature



Connecticut Department of
**ENERGY &
ENVIRONMENTAL
PROTECTION**

79 Elm Street • Hartford, CT 06106-5127

www.ct.gov/deep

Affirmative Action/Equal Opportunity Employer

December 13, 2016

The Honorable Bruce K. Adams
Office of the First Selectman
41 Kent Green Boulevard
Kent, CT 06757

Re: Town of Kent, 2016 Municipal Recycling Rewards Program

Dear First Selectman Adams:

Enclosed for signature are 2 copies of a grant contract between the Town of Kent and the Department of Energy and Environmental Protection providing funding for the project entitled "2016 Municipal Recycling Rewards Program". Each contract consists of a packet containing a signature page, standard administrative terms and conditions and Appendices containing at a minimum a Scope of Work and Schedule of Payments. This grant contract is in the amount of \$2,700. and will be in effect until June 30, 2018. The grant shall commence once executed by both Kent and CT DEEP. Work completed prior to execution date will not be eligible for reimbursement under this grant.

For timely contract approval, we request that the attached instructions be carefully executed as soon as possible.

We appreciate your cooperation and assistance. If you have any questions or problems concerning the contract approval process, please feel free to contact me at (860) 424-3250.

Sincerely,

s/Marianne Wisker
Fiscal Administrative Officer
Bureau of Materials Management
and Compliance Assurance

enclosures

Contract
Processing Instructions
Model Resolution/Incumbency Certification

GUIDANCE FOR MUNICIPAL AUTHORIZATIONS

5/13/2010

Contracts must be accompanied by appropriate documentation evidencing the following three things:

- (1) the authority of the municipality to enter into contracts;
- (2) the authority of a particular officer to execute contracts on behalf of the municipality; and
- (3) that the officer signing for the municipality in fact holds the office that he/she purports to hold.

“Appropriate documentation” usually involves a document from the Clerk or other appropriate officer of the municipality setting forth a copy of a resolution. A sample resolution form is attached.

Municipalities need not obtain a new authorization if the municipality provides a copy of one that is less than one year old or has been certified to be valid within the past 12 months. However, if the resolution has been passed or certified more than 30 days prior to the signature of the municipal official, the municipality must obtain an incumbency certificate, dated no more than 30 days prior to the signature of the municipal official, which affirms that the officer signing the agreement in fact holds that office. A sample incumbency certificate is listed below.

[Print on Letterhead]

SAMPLE

INCUMBENCY CERTIFICATION

I, [Name], [Clerk, etc.] of the [Town / City] of [Enter Municipality Name], DO HEREBY certify that as of [Date of Contract Signing], [Name of Incumbent Authorized Official] holds the office of the [Title of Authorized Official] and has held that office since [Date Appointed].

I, further certify the attached to be a true copy of the resolution duly adopted at the [Type of Meeting] on [Date], and that it has not been rescinded, amended or altered in any way, and that it remains in full force and in effect.

IN WITNESS WHEREOF, the undersigned has affixed [his/her] signature this [1st, etc.] day of [Month], [Year].

Signature

[Clerk, etc.]



TOWN OF KENT

January 4, 2017

Selectman Jeff Parkin has spent a fair amount of time going over the Policy & Procedure Manual. He has done quite a bit of formatting and added a very user friendly table of contents. All the Appendices referred to in the manual will be added. He has changed no wording and even asked that once you get a copy if you see wording that has been changed, please bring it to our attention. It could have occurred during the reformatting but not likely.

He has written two new pages which are attached to this letter and is asking for your input. Neither of them has been discussed in any detail by the BOS as we saw them for the first time yesterday. Please look them over and either email me your comments or stop in and I'll write them down. If anyone would like a group meeting to discuss we can do that. Discussion of these two pages will be on the agenda for the February 6 BOS meeting.

Bruce Adams- First Selectman

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Departments

The following are the principal management Departments within the Town of Kent:

1. Selectmen
2. Highway
3. Town Clerk
4. Tax Collector
5. Tax Assessor
6. Land Use
7. Parks and Recreation
8. Treasurer
9. Social Services

Each department shall have a Department Head whether or not there are additional employees within the department. Each Department Head shall have the authority to recommend to the Board of Selectmen the hiring or firing of any personnel. Each Department Head shall have the authority to recommend salary and salary adjustments to the Board of Selectmen. However, the salary shall be set by the Board of Selectmen and with the approval of the Board of Finance within the limits of the budget appropriation therefore and shall be effective immediately.

Department Heads shall have the authority to adjust salaries during the budgetary year for supervised personnel subject to the following:

1. All adjustments must maintain within the total annual budget for the department.
2. Adjustments for any specific employee shall be limited to one adjustment per fiscal year.
3. The maximum adjustment for any specific employee shall not exceed +/- ten percent (10%).
4. All adjustments must be approved by the Board of Selectmen.

Each department that has or anticipates requiring support staff (clerks or assistants) shall maintain a defined level of subordinate positions defined by skill level required and responsibilities. Each specific level of subordinate position shall comport with a salary range scale agreed by the Board of Selectmen.

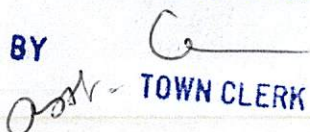
E-Verify Policy

The Town of Kent is committed to compliance with Federal Law regarding hiring practices. It is a violation of federal law to employ unauthorized workers. To assist employers in complying with this requirement, Congress enacted legislation creating the E-Verify program. E-Verify is a free web-based system through which employers may verify the employment eligibility of newly hired workers. Accordingly, it shall be the policy of the Town of Kent that all agencies and officials must use the federally-maintained E-Verify program (or any successor program) to verify the employment authorization of all new hires made by the Town and its agencies.

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KENT TOWN CLERK

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BY

 TOWN CLERK